

**State of California
DUTY STATEMENT**

DSH3002 (Rev. 11/04/2019)

Department of State Hospitals

Box reserved for Personnel Section

		RPA #:	C&P Analyst Approval:	Date: July 2020
Employee Name: Click or tap here to enter text.		Division: Click or tap here to enter text.		
Position No / Agency-Unit-Class-Serial: Click or tap here to enter text.		Unit: Click or tap here to enter text.		
Class Title: Medical Director - Exempt		Location: State Hospitals		
Subject to Conflict of Interest: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CBID: E99	Work Week Group:	Pay Differential:
Other:				

Briefly describe the position's organizational setting and major functions:

The Department of State Hospitals (DSH) Medical Director (MD) is the primary physician leader of the hospital and has responsibility for development of standards, policies, and procedures for clinical practice in the hospital; direction and coordination of diagnostic, and evaluative activities, treatment programs, and care of patients; and implementation of Federal and State laws and regulations, and Department of State Hospitals policies, and directives which pertain to the clinical functions of the hospital. The incumbent maintains liaison with national, state, and local mental health agencies, and professional and educational organizations in order to keep abreast of contemporary standards and knowledge; participates in the DSH statewide medical directors council, participates in the DSH Governing Body, participates in recruitment, selection, and allocation of all clinical staff; makes recommendations to the Executive Director about selection and direction of program staff, administrative staff, and committee memberships; and represents the department and the hospital as required in consultation and negotiations with external agencies, community representatives, professional visitors from other States and countries, and news media. The Medical Director has regular and substantial contact with patients; is responsible for maintaining the safety of staff, patients, and property in the clinical areas of the hospital; activates inspections of clinical and patient care areas for contraband, such as weapons or illegal drugs based on clinically obtained information; approves clinical interventions to address disruptive or assaultive behavior and intervenes by applying techniques to defuse potentially volatile situations when necessary.

% of time performing duties:	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary)
50%	<p>Program Responsibility: Participates and design of clinical components of the Plan, and Continuous Quality Improvement; and has knowledge of hospital administration to develop clinical proposals and procedures to further the mission of the hospital. Initiates evaluations and reviews of the clinical functions of the hospital in response to changing needs and requirements; participates in the executive committee of the hospital, and in other hospital committees and organizations, in order to maintain effective use of the clinical resources and facilities of the hospital; and participates in committees and task forces of the DSH.</p> <p>The MD maintains liaison with national, state and local mental health agencies, and professional and educational organizations in order to keep abreast of contemporary standards and knowledge.</p>
20%	<p>Personnel Management and Supervision: Participates in recruitment, selection, and allocation of all clinical staff, and carries out the evaluative, promotional, and disciplinary functions mandated by the California Civil Service System; maintains supervision, timekeeping, and accountability of staff psychiatrists; and coordinates with the Hospital Administrator in order to assure</p>

	<p>effective use of the clinical resources, funds, and facilities of the hospital. Ensures the Chiefs and subordinate staff perform their duties and responsibilities as delineated in their duty statement. In addition, provides administrative and clinical supervision and completes performance evaluations.</p> <p>Makes recommendations to the Executive Director about selection and direction of program staff, administrative staff, and committee memberships; and participates in hospital functions such as Affirmative Action, Upward Mobility, career development, risk management, and prevention of sexual harassment.</p>
15%	<p>Leadership and Representation: Responsible for the organization, integration, and continuing education of all clinical staff; exercises vision and initiative toward continuous improvement and maintenance of high professional standards and attitudes of hospital staff, excellence of interdisciplinary work, availability and effectiveness of consultation and teaching; and exemplary liaison between hospital staff and external agencies.</p> <p>Knowledgeable of the structure and function of community agencies in the areas of Medicine and Public Health, Mental Health, Law Enforcement, Courts and jurisprudence, Corrections, and religious and charitable activities. Represents the department and the hospital as required in consultations and negotiations with external agencies, community representatives, professional visitors from other states and countries, and news media.</p>
10%	<p>Forensic Functions: Knowledge of the specific sections of the California Penal Code and Welfare and Institutions Code which pertain to voluntary and involuntary detention, examination, and treatment of individuals; mandated evaluations, reports, and official recommendations to courts; and liaison with the Department of Corrections and Rehabilitation and the Board of Prison Terms.</p> <p>Reviews clinical data, reports and recommendations and furnishes specific certifications to courts and governmental agencies as required by the California Penal Code, the Welfare and Institutions Code and judicial mandates.</p>
5%	<p>Promote positive working relationships with the public and private agencies which provide services to individuals served. This would include the Forensic Conditional Release Program, also known as CONREP, county mental health programs, local community hospitals, etc.</p>
Other Information	<p>SUPERVISION RECEIVED: The Medical Director receives general administrative direction from the Executive Director of the State Hospital.</p> <p>SUPERVISION EXERCISED: The Medical Director supervises the Assistant Medical Director, Chief Psychiatrist, Chief of Psychology, Chief Physician and Surgeon, Forensic Services Manager, Director of Forensic Services, and other support personnel.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF Principles, procedures and techniques used in planning, evaluating and administering a multidisciplinary patient treatment program and organization. Principles and practices of personnel management and effective supervision; California laws and rules pertaining to hospital administration; principles and practices of community organization,</p>

management, and procedures; principles and methods of general medicine and surgery; principles and practices of psychiatry, psychiatric social work, physical therapy, psychology, the rehabilitation therapies, and other ancillary medical services; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

ABILITY TO

Formulate and manage a Wellness and Recovery Model; integrate the programs with the overall functions of the hospital or developmental center; communicate effectively; work independently in identifying the need for and developing proposed changes in program practices and procedures; analyze complex medical and administrative problems and take effective action; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

REQUIRED COMPETENCIES:

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Apply and demonstrate knowledge of correct methods in the use of the Therapeutic Strategies and Interventions.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

Employees in this position **must:**

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Examiners.

RESTRAINT/SECLUSION

Demonstrate knowledge of criteria and appropriately use, apply, and remove restraint and/or seclusion.

TRAINING - Training Category = D-1

The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS:

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;

	<ul style="list-style-type: none"> • Appropriately maintain cooperative, professional, and effective interactions with employees, individuals served and the public; and • Comply with hospital policies and procedures. <p>The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. The employee is required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p>
	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.</p> <p><u>Statement of Economic Interests / Form 700 Requirements:</u> The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the hospital Filing Officer. These statements are public access documents. You will receive reminders from the hospital Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the hospital Filing Officer.</p> <p><u>Ethics Training and Compliance:</u> Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the hospital Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the hospital Filing Officer.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____ Employee's Signature</p> <p>_____ Date</p>

	<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____ Supervisor's Signature</p> <p>_____ Date</p>
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